**Dewar COEHS Meeting Documentation Form**

This form should be completed by all non–statutory committees/groups for meetings associated with the COEHS.
Statutory committees are required to maintain formal minutes.
The completed form should be filed according to approved COEHS policies and procedures.

**Committee/Group Name:** Master of Arts in Teaching Program (MAT)

**Chairperson/Responsible Contact:** JT Cox / Bob Spires

**Purpose of the Meeting:** Streamline application process for MAT program

**Date:** 20 March 2014  **Time:** 1400  **Location:** Graduate School

**Departments/Groups/Agencies Represented:**
- Department of Middle, Secondary, Reading, and Deaf Education
- Graduate School (admissions)

**Primary Outcomes:**

It was decided between the two entities who would handle what parts of the application process for new teaching candidates applying to the MAT program and graduate admissions.

**Actionable Items/Planned Follow-up:**

The aforementioned entities will share information with each other to determine where current applicants are in the process.